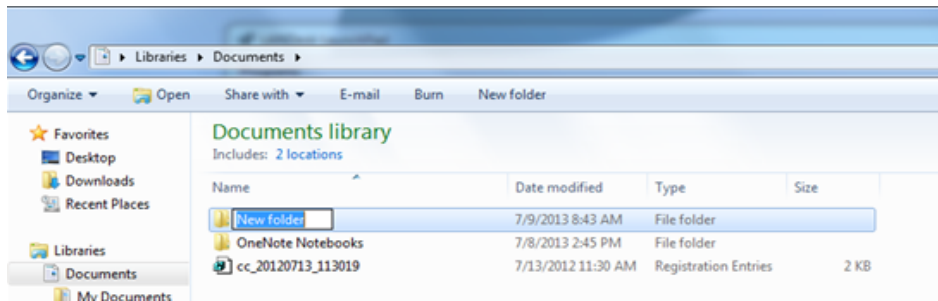


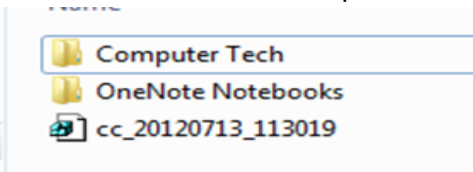
File Management for Computer Technology Class

1. Open up your Flash Drive, or if you are using Dropbox, you may also do this assignment on Dropbox. If you don't have a flash drive or DropBox yet, you may do this on your computer, but you will have to do it again when you get your flashdrive or your Dropbox account.

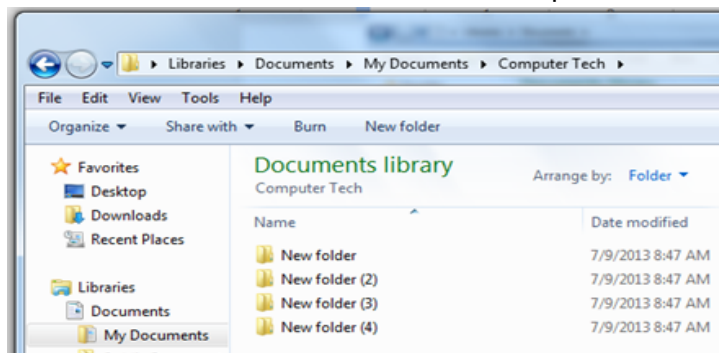
2. Create a new folder.



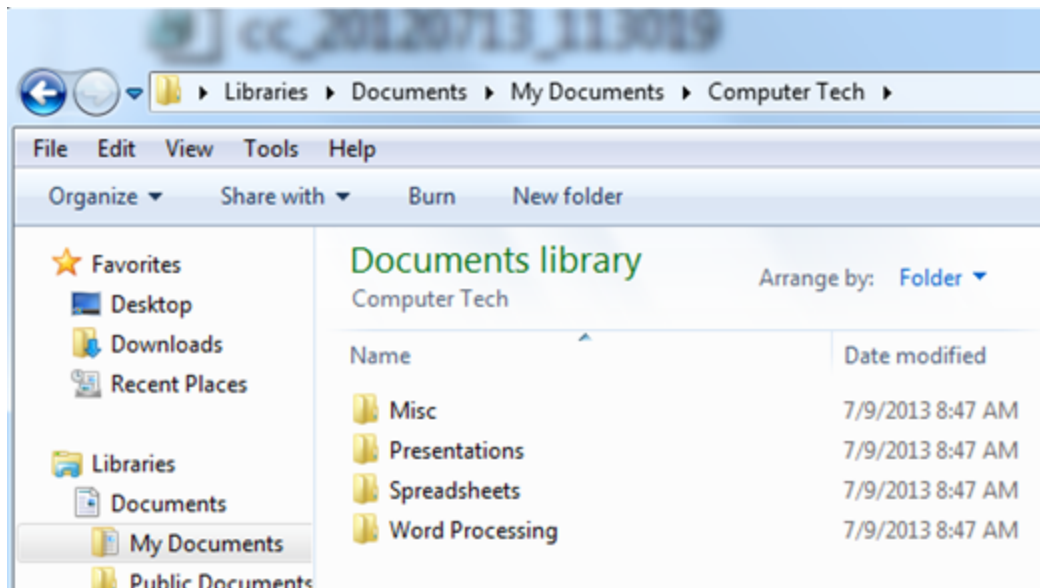
3. Rename the folder "Computer Tech."



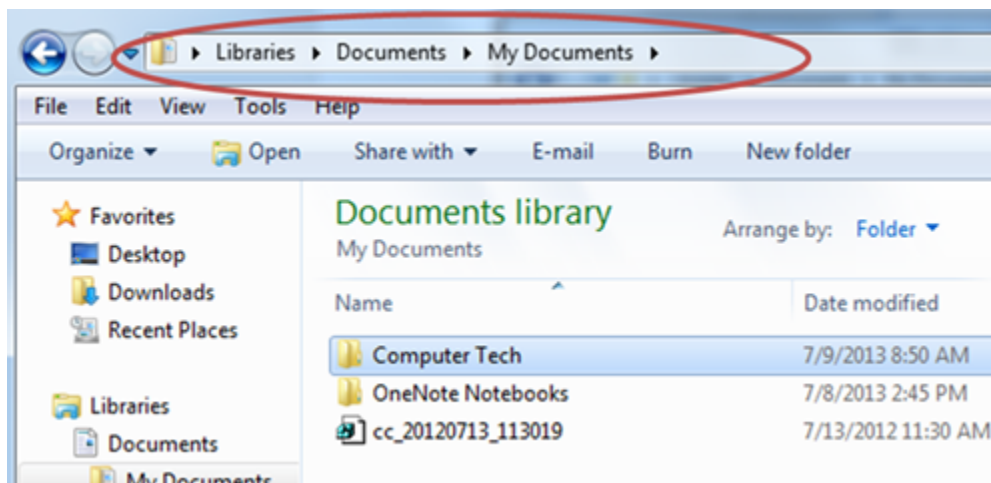
4. Create four sub-folders within the "Computer Tech" folder.

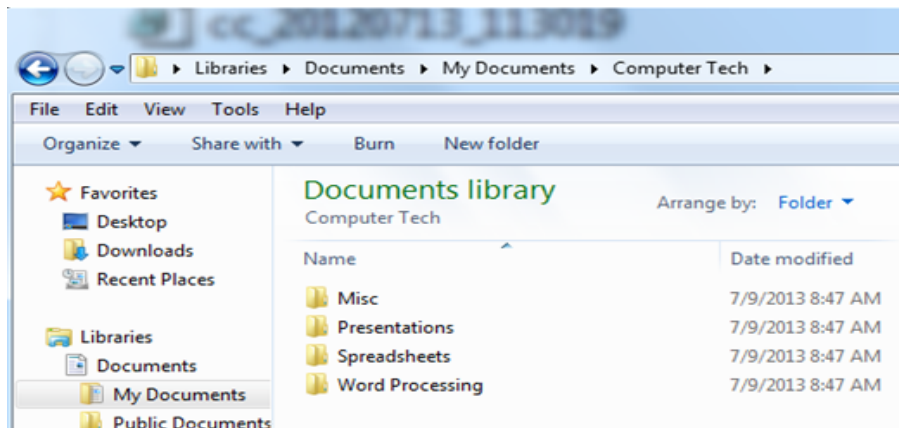


5. Rename the sub-folders to "Word Processing," "Spreadsheets," "Presentations," & "Misc"

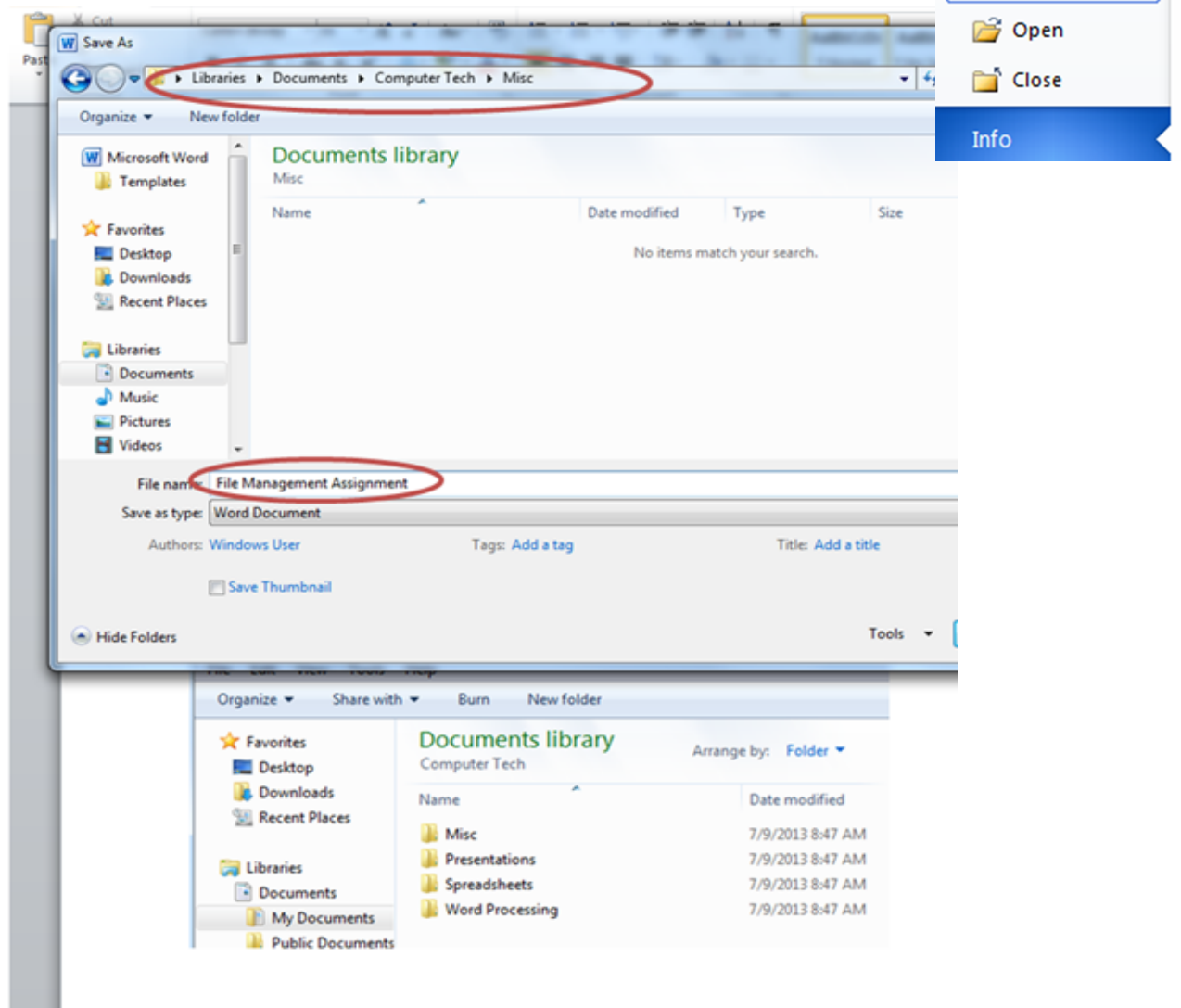


6. Take a screenshot of the “Computer Tech” folder (Ctrl + Print Screen) and paste the photo (Ctrl + V) into a word document. Then, take a screenshot of the four folders within the “Computer Tech” folder and add it to the same word document. **Make sure you include the top of the window (address bar) so I can make sure your folders are in the correct location.**

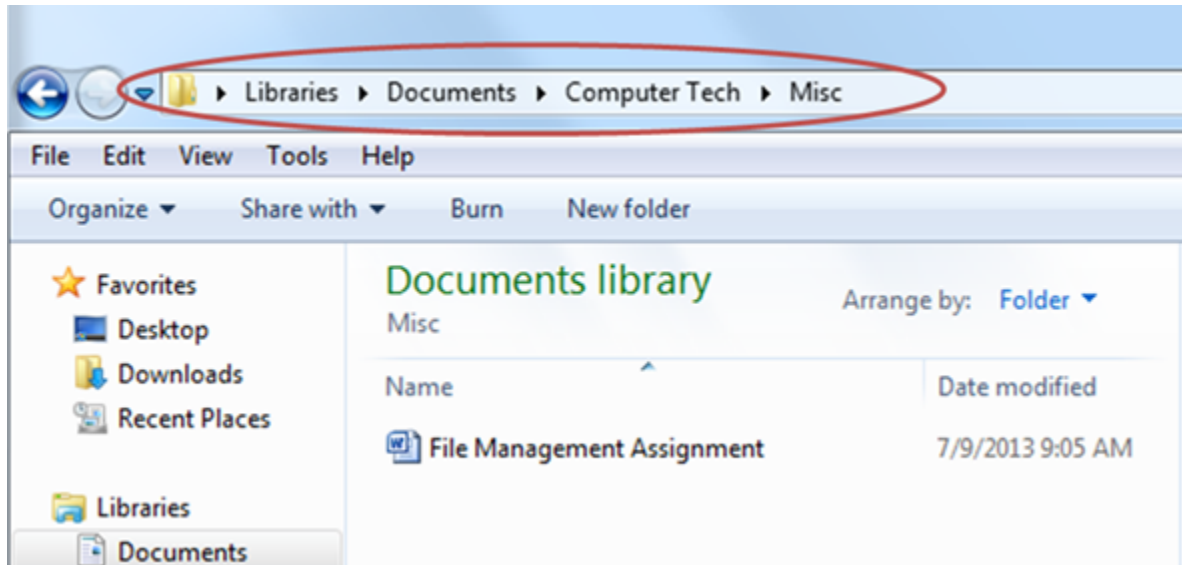




7. Save the word document as “File Management Assignment” within the “Misc” folder.



8. Take one more screenshot of the inside of your “Misc” folder and paste it into your “File Management Assignment” word document.



9. Use the print command in Word (CTRL+P) to print, but change the print options so you print all of the pages of your document on one sheet. Look for the “Pages per sheet” option in the print options box.